**Mayuri Sameer Patne**

703,Maple,Akruti Hubtown,Near GCC Club,Mira road (E).Thane 401107

Phone 7977240569; Email:mayuri.patne002@gmail.com

**Career Objective:**



7+ years of experience in Accounts payable. Detailed oriented and focus on accuracy, efficiency and process improvement.



**PROFESSIONAL EXPERIENCE**

**WNS (Jan 2019 to May 2020)**

**Lead Associate**

**Role:-**

• To Quality check as per decided sample size of processed transactions.

• Conducting team huddles for feedbacks and discussion on process updates.

• Preparing RCA for the customer comeback.

• QC records documentation and reporting.

• Support other quality initiatives on the floor like process improvement projects, Brainwave ideas.

• Prepare MBR (Monthly Business Review) deck.

 • Design Sampling Strategy

• Ownership of customer complaint and resolution process for the teams.

• Drive continuous improvement initiatives.

• Drive best practice/ideation.

• Performing Calibration activity on monthly basis.

• Validating SLA’s (Service Level Agreement).

**Quatrro Business Support Service (July 2015 to June 2017)**

**Analyst**

**Role:-**

• Associated with Various US Restaurant Client's Accounts Payable Process.

• Assistance to clients with Audits providing reports, invoice images, payment information.

• Providing Misc.reports to the client i.e. Check Registers, Check application details, payment history.

• Review of Partnership/Donation requests, verifying vendor check information is correct.

• Preparing the list of invoices due for payment & sending the same to client for approval for payment.

• Processing & Auditing accounts payable invoices in Great Plains using Purchasing modules & validating the same. Void, stop payments, reissuing of checks.

• Addressing vendor queries & conducting vendor ageing analysis, providing AP vendor reports.

 • Verifying rent payments, maintaining recurring payments and adjustments.

• Processing Manual Payments, EFT, ACH, Wire payments, Online payments.

• Preparing E-Checks for all approved invoice & intimates US production team to print the checks from the system& dispatch all the check to client or as per the instruction from the client.

• Vendor Statement reconciliation & track the status of invoices & payment.

• Vendor management process, review of new vendor set up cards-1099 requirements.

• Trained the team from newly launch location (Gurgoan) for client process.



**Past Organisations**

• **Krish Bioscience (2011-2013)**

**Designation:-** Accountant.

• **KAMAL MOTORS (2013-2014).**

**Designation:-** Accountant

• **SONEJI ENGINEERING PVT LTD (2014-2015)**

**Designation:-** Accountant



**EDUCATIONAL CREDENTIALS**

**B.Com** Viva college (Mumbai University) (2010-11)

**HSC**  Xavier’s Junior College (Maharashtra Board) (2007-2008)

**SCC** St. Xavier’s School (Maharashtra Board) (2005-2006)



**TRAINING UNDERTAKEN**

* Received Certificate of Appreciation for Certified Quality Auditors Program.
* Passed CPT 2009
* Information Technology Training Course from ICAI 2010.
* Tally ERP-9



**PERSONAL DETAILS**

Date of Birth : 20 March 1989

Nationality : Indian.

Marital Status : Married.

Interest and Activities : Playing Cricket, Music, Carom .

Language Known : English, Hindi, Marathi.

Contact No. : 7977240569

**References:** Available on Request

